

# EEO Utilization Report

## Organization Information

Name: Virginia Department of Corrections

City: Richmond

State: VA

Zip: 23225

Type: State Correctional Department and/or Institution

Fri Apr 06

EDT 2018

## Step 1: Introductory Information

### Policy Statement:

Please see the attached VADOC Annual EEO Statement

Following File has been uploaded:2018 Annual DOC EEO Statement.pdf

## Step 4b: Narrative of Interpretation

In reviewing the Utilization Analysis Chart, the Human Resources Department for the Virginia Department of Corrections made the following observations:

The VADoC notes that the numbers reflected in the Utilization Analysis Chart are from 03-15-2018. The VADoC was running understaffed by several percentage points in both male and female sex categories as well as all race categories in all EEO Codes. This phenomenon was the result of both regular understaffing protocol as well as normal high turnover.

There are 41 areas of underutilization noted for both the male and female sex categories, across the race categories and across the spectrum of EEO Codes for the VADoC. Of those 41 noted areas, 15 of the underutilizations are 1% or less and are deemed noteworthy, but not significant at this time. Also, included in the 15 underutilized categories there are a total of 9 in the male and female sex categories corresponding to the race categories of "Two or More Races" and "Other" race categories. It is noted that the employment application for the Commonwealth of Virginia does not include those race categories as options at this time.

With regard to the remaining 17 underutilized categories, the VADoC is committed to attracting and retaining a diverse workforce and will examine its recruitment and retention practices to determine if there are ways to mitigate the underutilized employment categories. The most noteworthy categories to address include the following with 5% or greater underutilization:

### MALE:

White - Officials/Administrators; Professionals; Protective Services-Sworn; Administrative Support  
Hispanic - Skilled Craft; Service/Maintenance

### FEMALE:

White - Officials/Administrators; Professionals  
Hispanic - Service/Maintenance

## Step 5: Objectives and Steps

1. Determine specific recruitment targets that include members of the categories affected by underutilization.
  - a. To attract members of underutilized categories, the VADoC will participate in the Virginia Values Veterans (V3) program. The V3 program has a significant number of underutilized members.
  - b. To attract members of underutilized categories, the VADoC will send representatives to participate in job fairs and career days to each VADoC facility.
  - c. The VADoC is currently utilizing a variety of recruitment methods to attract a diverse pool of applicants, including: billboards in areas within Virginia that have low applicant pools; attending an increased number of job fairs; addressing criminal justice classes at community colleges regarding career opportunities; exploring mass media (radio and television) to advertise job vacancies.
2. Identify any barriers in recruitment and retention that may deter member of underutilized categories to select VADoC as a viable employer of choice.
  - a. The VADoC is currently studying organizational development and effectiveness on a facility-by-facility basis, reviewing the issues that impact recruitment and retention.

- b. The VADoC conduct exit interviews with employees who voluntarily leave the VADoC and review the comments to determine any appropriate interventions to minimize the turnover of members in the underutilized categories.
- c. The VADoC has designated a member of the EEO Unit to participate in the VADoC Diversity Advisory Counsel. The Council is responsible for developing initiatives to strengthen workplace diversity and for communicating unique perspectives to senior staff for consideration in policy and organizational development.

## Step 6: Internal Dissemination

- a. Post a copy of the EEOP Utilization Report on the VADoC internal website.
- b. Place a copy of the EEOP Utilization Report in the lobby of the VADoC Human Resources Office for review.

## Step 7: External Dissemination

- a. Post a copy of the EEOP Utilization Report on the VADoC public website.

**Utilization Analysis Chart**  
**Relevant Labor Market: Virginia**

Job Categories	Male						Female									
	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races	Other	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races	Other
Officials/Administrators																
Workforce #/%	168/41%	1/0%	72/17%	0/0%	0/0%	0/0%	0/0%	0/0%	96/23%	2/0%	73/18%	0/0%	2/0%	0/0%	0/0%	0/0%
CLS #/%	251,905/47%	12,950/2%	28,345/5%	535/0%	16,870/3%	165/0%	2,265/0%	1,100/0%	157,660/30%	8,440/2%	38,310/7%	440/0%	11,015/2%	110/0%	1,780/0%	835/0%
Utilization #/%	-7%	-2%	12%	-0%	-3%	-0%	-0%	-0%	-6%	-1%	10%	-0%	-2%	-0%	-0%	-0%
Professionals																
Workforce #/%	766/27%	18/1%	321/11%	3/0%	13/0%	0/0%	0/0%	0/0%	938/33%	28/1%	705/25%	3/0%	11/0%	0/0%	0/0%	0/0%
CLS #/%	264,370/34%	12,735/2%	39,615/5%	605/0%	32,990/4%	255/0%	3,945/1%	1,975/0%	308,410/40%	14,010/2%	63,595/8%	495/0%	26,275/3%	325/0%	4,210/1%	1,780/0%
Utilization #/%	-7%	-1%	6%	0%	-4%	-0%	-1%	-0%	-6%	-1%	17%	0%	-3%	-0%	-1%	-0%
Technicians																
Workforce #/%	59/28%	3/1%	4/2%	0/0%	1/0%	0/0%	0/0%	0/0%	105/50%	5/2%	34/16%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	31,535/30%	1,830/2%	6,410/6%	40/0%	3,845/4%	80/0%	565/1%	245/0%	38,560/37%	1,965/2%	15,170/14%	170/0%	3,930/4%	0/0%	505/0%	275/0%
Utilization #/%	-2%	-0%	-4%	-0%	-3%	-0%	-1%	-0%	13%	1%	2%	-0%	-4%	0%	-0%	-0%
Protective Services:																
Sworn																
Workforce #/%	2693/41%	100/2%	1554/24%	4/0%	32/0%	0/0%	0/0%	0/0%	473/7%	36/1%	1641/25%	3/0%	3/0%	0/0%	0/0%	0/0%
CLS #/%	43,155/52%	3,115/4%	15,830/19%	160/0%	1,135/1%	10/0%	655/1%	215/0%	9,540/11%	850/1%	8,540/10%	60/0%	235/0%	0/0%	90/0%	90/0%
Utilization #/%	-10%	-2%	5%	-0%	-1%	-0%	-1%	-0%	-4%	-0%	15%	-0%	-0%	0%	-0%	-0%
Protective Services: Non-sworn																
Workforce #/%	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/
Civilian Labor Force #/%	3,250/38%	290/3%	685/8%	0/0%	275/3%	15/0%	90/1%	10/0%	2,980/35%	140/2%	700/8%	35/0%	65/1%	0/0%	15/0%	10/0%
Utilization #/%																
Administrative Support																
Workforce #/%	67/6%	1/0%	40/4%	0/0%	0/0%	0/0%	0/0%	0/0%	568/54%	14/1%	358/34%	1/0%	4/0%	0/0%	0/0%	0/0%

Job Categories	Male							Female								
	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races	Other	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races	Other
CLS #%	218,585/23%	15,885/2%	61,060/7%	555/0%	18,370/2%	345/0%	3,470/0%	1,550/0%	413,610/44%	34,225/4%	132,605/14%	1,440/0%	26,020/3%	525/0%	6,260/1%	2,395/0%
Utilization #/%	-17%	-2%	-3%	-0%	-2%	-0%	-0%	-0%	10%	-2%	20%	-0%	-2%	-0%	-1%	-0%
Skilled Craft																
Workforce #/%	375/77%	7/1%	73/15%	2/0%	0/0%	0/0%	0/0%	0/0%	24/5%	0/0%	7/1%	0/0%	1/0%	0/0%	0/0%	0/0%
CLS #%	221,070/65%	45,820/13%	42,990/13%	760/0%	6,705/2%	55/0%	2,295/1%	980/0%	11,690/3%	1,510/0%	4,095/1%	25/0%	1,720/1%	0/0%	60/0%	125/0%
Utilization #/%	12%	-12%	2%	0%	-2%	-0%	-1%	-0%	1%	-0%	0%	-0%	-0%	0%	-0%	-0%
Service/Maintenance																
Workforce #/%	106/51%	1/0%	34/17%	0/0%	0/0%	0/0%	0/0%	0/0%	42/20%	1/0%	21/10%	0/0%	1/0%	0/0%	0/0%	0/0%
CLS #%	264,480/30%	63,405/7%	123,895/14%	885/0%	18,360/2%	180/0%	4,470/1%	2,235/0%	209,575/24%	48,270/6%	106,885/12%	1,070/0%	21,900/3%	275/0%	3,225/0%	2,110/0%
Utilization #/%	21%	-7%	2%	-0%	-2%	-0%	-1%	-0%	-4%	-5%	-2%	-0%	-2%	-0%	-0%	-0%

**Significant Underutilization Chart**

Job Categories	Male								Female							
	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races	Other	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races	Other
Officials/Administrators	✓	✓			✓				✓				✓			
Professionals	✓	✓			✓		✓	✓	✓	✓			✓		✓	✓
Technicians			✓		✓								✓			
Protective Services: Sworn	✓	✓		✓	✓		✓	✓	✓	✓			✓		✓	✓
Administrative Support	✓	✓	✓		✓					✓			✓		✓	
Skilled Craft		✓			✓											
Service/Maintenance		✓			✓					✓						

I understand the regulatory obligation under 28 C.F.R. 42.301-.308 to collect and maintain extensive employment data by race, national origin, and sex, even though our organization may not use all of this data in completing the EEO Utilization Report.

I have reviewed the foregoing EEO Utilization Report and certify the accuracy of the reported workforce data and our organization's employment policies.

Certified As Final By: Brittany Crane	Employee Relations Manager	04-06-2018
<hr/>	<hr/>	<hr/>
[signature]	[title]	[date]